ENGLISH 0111: Expository Composition Workshop
Course Policies and Syllabus
Fall 2015

Section: _____   Day/Time:_____   Place: _____

Instructor:_____   Office Phone:_____

E-mail: _____   Office:_____

Office Hours:_____

Developmental English Website: academics.utep.edu/developmentalenglish

Class Member:_____   Phone:_____   E-mail_____

Class Member:_____   Phone:_____   E-mail_____

COURSE DESCRIPTION

Expository Composition Workshop is an intensive one-credit developmental composition workshop focusing on issues relating to the writing process. This workshop saves you tuition money and reduces the time it will take you to graduate. This workshop will not provide individual tutoring; however, individual tutoring is available on a drop-in basis at the University Writing Center located on the 2nd floor of the library. Also, you may access tutoring in the Developmental English Lab (EDUC 314A) on a drop-in basis, and you may seek extra help from both your RWS 1301 and English 0111 instructors during their posted office hours.

GOALS AND OBJECTIVES

Faculty will help students to

1. demonstrate an understanding of syllabi and assignment instructions;

2. demonstrate a proficiency in the writing process through

- prewriting,
- drafting,
- peer review,
- revision,
- proofreading and editing, and
- publication / delivery;

3. demonstrate a proficiency in the organizational structure of an essay through

- addressing specific audiences and writing occasions,
- crafting a strong introduction and thesis,
- building well-developed and unified body paragraphs,
- creating coherence through transitional devices and repeated key words, and
- crafting an effective closure;

4. learn to proofread and edit;

5. use critical thinking, reading, and writing skills through online activities, such as

- peer review,
- analysis of readings, and
- collaborative learning; and

6. incorporate sources by
   - addressing correct in-text citation methods and
   - writing practice or actual reference pages.

WORKSHOP POLICIES

1. Grading

This workshop is graded pass/fail. Students will receive an "S" for the class if they pass RWS 1301, meet attendance requirements for this workshop**,** satisfactorily complete the online component of the workshop, and meet participation requirements for the workshop classroom component.

2. Attendance

Attendance is required. If students miss more than three of the face-to-face classes during the semester, they will be dropped, even if the cause of the absences is beyond their control (such as illness). Coming late to class or leaving early counts as one-half of an absence. If students are dropped from English 0111 for any reason, they may also be dropped from their RWS 1301 class. If students miss class, they should phone or e-mail their English 0111 instructor.

3. Participation

To pass this workshop, students need to

- meet attendance and punctuality requirements;
- complete all online assignments;
- participate constructively in face-to-face and online discussions and group work;
- show respect for their instructor and classmates;
- bring their RWS 1301 course materials (textbooks, papers, handouts) to class;
- give copies of their RWS 1301 syllabus and assignments to their English 0111 instructor; and
- keep careful notes of material covered in class.

4. Scholastic Dishonesty [From the Handbook of Operating Procedures: Student Affairs]

A. It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of

Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty. Any student who commits an act of scholastic dishonesty is subject to discipline.

B. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

C. Plagiarism: "Plagiarism" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.

5. Student Conduct [From the Handbook of Operating Procedures: Student Affairs]
Each student is responsible for notice of and compliance with the provisions of the Regents <u>Rules and Regulations</u>, which are available for inspection electronically at <http://www.utsystem.edu/bor/rules/homepage.htm>.

6. Etiquette
   A. Classroom Etiquette
   - Classroom computers are for class use only. No checking e-mail, updating Facebook, typing assignments, or surfing the web during class.
   - No texting during class.
   - No using the printer after class has started without instructor approval. It can be difficult to hear in this room; the printer only makes it that much worse.
   - Absolutely no food or drinks in this classroom.
   - Turn off cell phone ringers, and do not listen to iPods/MP3 players during class.
   - Headphones/ear buds are not allowed in the classroom unless approved by the instructor.
   - Arrive to class on time in order to prevent class disruption.
   - Do not talk when someone else is speaking.
   - Log off completely from the computer, exiting all programs to the blue "CTRL+ALT+DELETE" screen so that no one may access your information.
   - Clean up your area *before* you leave the classroom. Throw away any trash and push in your chair.

   B. Online "Netiquette"
   - Always consider audience. Remember that members of the class and the instructor will be reading any postings.
   - Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
   - When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.

- Blackboard is not a public Internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).

> **PLEASE NOTE:** Students who are on scholarship, who are receiving financial aid, or who have been placed on academic probation must be aware of the requirements necessary to remain in good standing with respect to their particular situations. It is the student's responsibility to satisfy the course requirements necessary to remain in good standing. The instructor will not make any special provisions.

DISABILITY STATEMENT

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If a student has or suspects he/she has a disability and needs an accommodation, he/she should contact The Center for Accommodations and Support Services (CASS) at 747-5148 or at <cass@utep.edu> or go to Room 106, Union East Building. The student is responsible for presenting to the instructor any DSS accommodation letters and instructions.

Note: This syllabus is intended to provide an outline of the course, plus the rules that the instructor will adhere to in evaluating the student's progress. Questions regarding the syllabus are welcome at any time.

IMPORTANT DATES

August 24	Classes Begin
September 7	Labor Day – University Closed
September 9	Census Day
October 21	Midterm grades due to the Records Office
October 26	Midterm grades e-mailed to students via UTEP e-mail address
October 30	Course Drop Deadline, last day to drop with an automatic "W"
November 26 & 27	Thanksgiving Holiday – University Closed
December 3	Last day of classes and complete withdrawal from the University
December 4	Dead Day
December 7 - 11	Final Examinations
December 21	Final grades officially available to students **online**

NOTE: If students miss a face-to-face class, they should check online for any changes so that they can keep up. Students should e-mail their instructor or other students within the Blackboard course or through regular e-mail or post questions to the course Discussion Board.

Calendar

- **Online component**: Every week's online course component will include online assignments, including peer review, evaluation activities, quizzes, and/or exercises.

- **Each writing concept is contained within a learning module**. Students will complete three or four modules per week.   Individual instructors will determine how much of each module listed will be covered and assigned. Students must pay close attention to weekly instructions and follow directions carefully.
- **Weekly schedule:** Your instructor will provide you with a separate calendar of the specific modules assigned weekly. The modules and the general categories that they fall under are listed below for your information.

Please note that the English 0111 Workshop does **not** meet the last week of the semester. However, you will meet as usual in your English 1311 and all other classes.

Module Categories

Getting Started:
- Syllabus
- Hybrid Course
- The Need to Write Well
- APA Format

Fundamentals of Composition:
- Writing Process
- Generating Ideas
- Audience and Purpose
- Paragraphs
- Introductions
- Thesis Sentences
- Conclusions
- Essay Structure
- Organizing Your Essay
- Unity
- Coherence
- Voice

Getting It Right:
- Revision
- Eliminating Wordiness
- Creating Metaphors
- Stylistic Literary Techniques
- Academic Writing Style
- Editing and Proofreading

Modes and Rhetorical Strategies:
- Narration/Expression
- Description: Showing Vs. Telling
- Interviewing
- Classification
- Comparison/Contrast
- Process

Argument:
- Argumentation
- Argumentative Claims
- Argumentative Evidence
- Logical Fallacies
- Counter-Argument
- Rhetorical Appeals

Integrating and Citing Sources:
- Plagiarism
- Integrating Sources
- In-Text Citations
- APA Style
- Annotated Bibliography

Critical Reading Skills and Strategies:
- Using the Dictionary
- Analysis, Critical Reading Skill
- Annotating, Critical Reading Skill
- Outlining, Critical Reading Skill
- Previewing, Critical Reading Skill
- Questioning, Critical Reading Skill
- Reflecting, Critical Reading Skill
- Summarizing, Critical Reading Skill
- Metacognition, Critical Reading Skill

INSTRUCTIONS FOR ACCESSING YOUR COURSE ONLINE

Students must have a UTEP e-mail ID and password before they can access Blackboard. UTEP automatically generates an e-mail ID for students when they are entered into the system. Any questions or problems can be directed to the **Helpdesk at 747-5257.**

Course content will be delivered via Blackboard. Students can access Blackboard by the steps outlined below:
- Go to http://my.utep.edu
- Login is e-mail ID. Password is e-mail password.
- Click on the link to Blackboard.
- Once logged into Blackboard, all the courses a student is registered for are listed under the appropriate semester.
- Click on the course title to access the course.